



TIPPECANOE COUNTY SHERIFF'S DEPARTMENT

WM. "SMOKEY" ANDERSON, SHERIFF

2640 DUNCAN ROAD

LAFAYETTE, IN 47904

EMERGENCY 911
OFFICE 765-423-9388
FAX 765-423-4155

COMMUNICATIONS 765-423-9321
JAIL 765-423-1655
WORK RELEASE 765-423-4236

Employment applications for the position of police officer may be obtained at the Tippecanoe County Law Enforcement Building.

Provided with the application is:

1. Job Description
2. Essential Job Requirements, Skills, and Abilities List
3. Other Requirements List
4. Physical Agility Test

Prior to completing the employment application, review the items above to ensure your eligibility. Any employment application not complying with the above items will be rejected.

Completed application should be mailed to the Tippecanoe County Sheriff's Department, 2640 Duncan Road, Lafayette, Indiana 47904 and to the attention of Major Tracy Brown. Applications may also be submitted electronically through email to employment@tippecanoelaw.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Wm W. Anderson".

William W. Anderson, Sheriff
Tippecanoe County, Indiana

Essential Job Requirements, Skills, and Abilities:

Extensive knowledge of law enforcement procedures and methods including patrol, traffic, officer safety, investigation, report writing and data systems.

Extensive knowledge of criminal law procedures such as search and seizure, arrest, interrogation, confession, evidence, crime scene protection, due process, and court procedure.

Extensive knowledge of criminal traffic law.

Working knowledge of social service agencies in the community.

Working knowledge of business, educational, civic, and social organizations in assigned area.

Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.

Extensive knowledge of roads in assigned area, and working knowledge of street and highway layout in community and surrounding area.

Ability to stand or sit for long periods of time, sometimes in extreme weather conditions.

Ability to operate a vehicle safely at high speeds under less than ideal conditions or weather.

Ability to physically protect one's self, and restrain others.

Ability to lift and carry unconscious persons short distances.

Ability to pursue suspects by running, climbing stairs, forcing entry, scaling walls and jumping fences.
Ability to sustain physical effort in situations of personal danger or danger to others.

Ability to use weapons accurately and safely.

Ability to use a two-way radio.

Ability to communicate with the public in situations which may be highly emotional or hostile.

Ability to observe and report observations accurately and in detail.

Ability to establish rapport with individuals and groups of differing ages, races, and values.

Knowledge of departmental rules, regulations, and department general orders.

Ability to appropriately respond to emergencies from off-duty status.

Assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspections, verifications, and abandon vehicles.

Refers persons to appropriate social service agencies when situation warrants.

Responds to assigned run by driving, walking, or running to a specified location, assesses situation, and determines need for other assistance, and takes appropriate action.

Removes persons from danger including carrying unconscious persons and provides emergency aid to injured persons.

Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.

Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.

Interviews victims, suspects, and witnesses, and records responses and observations.

Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, and transports suspect to detention area.

Restrains persons from physically striking or injuring others using appropriate force.

Has the ability to drive a vehicle at high speed when situation warrants due to nature of emergency pursuant to departmental policy.

Stops drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issues citation or makes arrest as warranted.

Directs vehicular and pedestrian traffic when congestion occurs or as directed.

Reports as directed to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantine area, assisting individuals in leaving area, prevents looting, and requests appropriate assistance.

Maintains visibility in the community by meeting and talking with citizens, providing information, visiting local businesses, and making presentations to schools, neighborhoods, and civic organizations projecting a positive, professional image as an ambassador for the County of Tippecanoe.

Writes reports and completes forms as required by operating procedure, and makes oral reports to appropriate personnel. Testifies in court, and prepares for such testimony by reviewing reports and notes, meeting with attorneys, and obtaining appropriate evidence. Participates in training on law enforcement procedures, including firearms, criminal justice, court

procedure, emergency medical aid, and related subjects.

Properly maintains uniforms, equipment, and weapons pursuant to departmental policy.

Performs physical exercises to maintain physical condition.

Maintains cleanliness of all work areas and any other areas as assigned by Sheriff

Works a 12 hour shift (subject to call-in on days off), including weekends and holidays at the discretion of the Sheriff. Performs related duties as assigned.

Tippecanoe County Sheriff's Department
Police Officer

No applicant shall be discriminated against, or favored with respect to employment because of race, sex, religion, politics, national origin, or ancestry. Each applicant will be limited only by his own abilities and qualifications.

Requirements for Tippecanoe County Sheriff's Deputies

Applicants shall:

1. Be a United States citizen.
2. Be a resident of Tippecanoe County upon date of employment.
3. Be at least twenty-one (21) years of age when appointed as a police employee.
4. Have a High School diploma, or its equivalency as accepted by the Superintendent of Public Instruction for the State of Indiana.
5. Not have been convicted of a felony.
6. Agree to a thorough physical & mental examination by medical professionals designated by this department.
No recourse to a negative judgment is permitted. -
7. Have a substantially free automobile accident record in the sole judgment of this department.
8. Have a valid Indiana Driver's License.
9. Have a good work record with previous employers.
10. Have a good credit rating.
11. Take and pass a written test.
12. Be in sound mental and physical health.
13. Submit to a thorough character investigation.
14. Sign a waiver and submit to a Polygraph Test.
15. Be willing to appear for interviews by the Command Staff and the Merit Board.
16. Have vision of at least 20/30 corrected in each eye.
17. Have height and weight in proportion to be accepted by the Indiana Law Enforcement Academy.
18. Maintain telephone (on local exchange) at actual residence and inform department of current telephone number.
19. Meet training requirements prescribed by Indiana Law.
20. Meet all requirements for employment as a Police Officer as prescribed by Indiana Law.
21. Be willing to work a revolving schedule.
22. Submit to being fingerprinted.
23. Have primary source of income from the Sheriff's Department if appointed.
24. Refrain from any political activity prohibited by law, or that would create a conflict of interest as a Member of this department.

Incumbent performs duties related to law enforcement such as preventing crimes, investigating suspicious activity, apprehending violators, assisting persons in trouble, directing vehicular and pedestrian traffic and enforcing traffic laws.

Duties include:

Patrols assigned area on foot or in vehicle searching for suspicious activity or situations, and checking for persons in need of assistance.

Monitors radio and other communication devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers.

Dear Applicants:

Beginning in 1999, the Indiana Law Enforcement Academy will be using a new physical fitness assessment standard. As part of the application process, a Physical Fitness Assessment will be conducted. All applicants will be expected to meet the following goals in order to complete the application process. These goals will replace all others previously used in the testing procedure.

The Tippecanoe County Sheriff's Department strongly suggests you consult your physician if you have any concerns regarding your physical capability or conditioning. You will be required to sign a medical release form at the time of testing.

1.5MILE-RUN	Must be completed in 16 minutes, 28 seconds or less
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VERTICAL-JUMP	Minimum jump of 16 inches
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PUSH-UPS	25 minimum, with no time limit
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SIT-UPS	29 minimum, must be done in 1 minute
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300 METER RUN	Must be completed in 71 seconds or less
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Application for Employment

"Merit Deputy"

Tippecanoe County Sheriffs Department
2640 Duncan Road
Lafayette, TN 47904

An Equal Opportunity Affirmative Action Employer
Application will be held for a period of one (1) year

Date of Application _____

Name: _____
Last First Middle

Address: _____
Street City, State, Zip

Telephone: _____ Social Security / ID No: _____

(Your operators License number is requested on this form to facilitate record keeping and to minimize effort and errors in reference to other records which require the use of the Social Security Number on this form without penalty, or to request that it be moved at any time.)

Have you filed an application with this county before? _____

If yes, give date (s): _____

Are you now employed? _____ Present Employer _____

Are you a citizen of the United States? _____

(The immigration Reformed Control Act of 1986 requires employers to verify employee proof of
Citizenship or immigration status upon employment.)

On what date would you be available for work? _____

Do you understand that you could possibly be working weekends for many years? _____

Are you on lay-off and subject to recall? _____

EMPLOYMENT EXPERIENCE

May we contact your present employer? _____

Start with your present or last job. Include military service assignments and volunteer activities.

1. Employer: _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

2. Employer: _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

3. Employer: _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

4. Employer: _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

5. Employer: _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

6. Employer: _____

Address: _____

Dates of Employment: _____

Job Title: _____

Reason for Leaving: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from
employment or other experience: _____

Typing Speed, words per minute: _____

Computer Experience: _____

EDUCATION

Name of School

No. Years
Attended

Did You
Graduate

Subjects
Studied

Elementary: _____

High School: _____

College: _____

Trade/Business: _____

Have you ever been convicted of a felony or misdemeanor? _____

If yes, explain: _____

("Under Indiana law, a person may not be appointed, reappointed, or reinstated if they have a felony conviction on their record. Other arrests or convictions will not necessarily be a bar to employment.")

Do you have the ability to perform the job-related functions, with or without reasonable accommodation, for the position you are applying for? _____

Have you applied for a Police Officer position at any other Police Department? _____

Please list which departments: _____

List professional, trade, business or civic activities and Offices held: _____

Previous address for last six years.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

List Spouse's Father, Mother, Brothers, Sisters and Their Present Address.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

List Persons Depending on You For Support.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Do You Have Any Relatives That Have Been Convicted of a Felony or Morals Charge?

If Yes, Explain Fully

Family History: List Father, Mother, Brothers, Sisters and Their Present Address.

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____

Personal References, Not Related or Previous Employers:

1.	_____	_____	_____
	Name	Address	Telephone No.
2.	_____	_____	_____
	Name	Address	Telephone No.
3.	_____	_____	_____
	Name	Address	Telephone No.
4.	_____	_____	_____
	Name	Address	Telephone No.
5.	_____	_____	_____
	Name	Address	Telephone No.

Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities: (use additional paper needed).



Include a photograph of
yourself taken within the
last 30 days

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this and supplemental applications for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended, to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of this county.

Signature of Applicant

Date